

Minutes from the Pre-Proposal Conference of February 22, 2012

U.S. Embassy Ottawa, Room 210

RFP No. SCA52512R0004

Shipping/Packing Services

Introduction

The pre-proposal conference was conducted to provide prospective offerors the opportunity to understand post's work requirements and provide clarification regarding the solicitation.

The Contracting Officer welcomed all attendees. The Contracting Officer's Representative was present during the meeting to hear the questions asked and provide answers to technical matters. Contracting staff documented items discussed during the meeting. A copy of the minutes of the pre-proposal conference along with the questions and answers will be posted in the U.S. Embassy website and FedBizOpps. Deadline for additional questions after the pre-proposal conference is March 6, 2012. All questions should be received no later than this date in order to receive answers.

Discussion of the Solicitation Package

1) The following items of the solicitation were highlighted.

- Proposal submission due date and time will be on March 15, 2012, no later than 4:00 P.M. local time, as indicated in the solicitation cover page and SF1449 block 8. The address for proposal submission is provided in the solicitation cover letter. Proposals will not be accepted at U.S. Embassy Ottawa Main Office, 490 Sussex Drive Ottawa.
- Offerors should submit a complete proposal by following the instructions of the solicitation under Section 3. The solicitation cover letter also provides the required portion of the solicitation to be completed and included in the proposal. Offerors were reminded to make sure that their proposal includes both price, for base and option years, as well as technical documents.
- The U.S. Government will award the contract to the lowest priced, technically acceptable and responsible offeror. Evaluation process will be conducted based on the evaluation factors under Section 4 of the solicitation.
- The contract shall be for one-year period with 4 one-year options.
- ITGBL shipments are awarded and administered by the Department of State in Washington. U.S. Embassy Ottawa shall provide the names of the current shipping companies under contract with the Embassy to Washington. ITGBL carriers in Washington will conduct the shipment process and negotiations with these companies.

2) Questions received prior to the conference were discussed and answers were provided during the conference.

Questions

The attached questions were asked during the conference and prior to the conference, and answers are being provided.

Conclusion

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.

Sincerely,

/signed

Michael St Clair
Contracting Officer

Enclosure:

Questions and Answers

Questions and Answers

- 1) Q: Are all prices submitted in this RFP in Canadian or US dollars?

A: The U.S. Government will accept prices in local or U.S. currency.

- 2) Q: Section 7, Government Approval and acceptance of Contractor Employees. Some of the requirements requested maybe against Canadian law. Will you be able to clarify for us how this will affect the contractors?

A: These are requirements for the Government to conduct the necessary security checks in accordance with the Embassy security form (DS-7673). The form is approved by the Ontario Police Service and meets the Canadian law requirements.

- 3) Q: FAR 52.247-23, Contractor Liability for Loss of and/or Damage Household Goods

a) Please clarify item (c), The Contractor shall indemnify the owner of the goods at the rate of \$5.00 per pound (or metric equivalent in local currency) based on the total net weight. All prior shipments were released RVP and our liability except property damage was .60c/lb.

A: Employees file claims with the forwarder and not through the Embassy/Department. The employee is eligible for full replacement for losses and damage up to the maximum liability of \$5.00 times the net weight of the shipment, up to a maximum of \$90,000.00 for an 18,000 pound shipment.

(b) Item (c), please confirm that the \$5.00 per pound is based on the total net weight of the damaged item and not the total net weight of the shipment.

A: The rate of \$5.00 per pound is based on the total net weight.

- 4) Q: The previous contract was awarded to multiple contractors. Can you provide the following:

a) Relocation in year (outbound)?

A: 40

b) Members cross x-posted (export)?

A: 20

c) Members returned to the DC area (not counting LTS shipment for X-postings)?

A: 20. Embassy contractor's can be selected to perform other shipments for the Embassy as directed by the Department of State.

- 5) Q: Can you please confirm if there is a maximum number of companies that the contract could be awarded to?

A: The U.S. Embassy intends to award the contract to multiple contractors. There is no maximum number of awardees. However, the U.S. Government would like to make the award to a reasonable number of contractors sufficient to handle our volume of shipments.

- 6) Q: Should the contract be awarded to more than one company, will a relocation in its entirety be issued to only one company or can we expect that for example packing is given to one supplier while the line haul portion is awarded to another? Under the same assumption, is it possible that the air shipment be awarded to one supplier, while the road or sea portion be awarded to another?

A: The contract will be awarded in one package to one or multiple awardees.

- 7) Q: What is the average shipping allowance for employee? Who is responsible to pay for the charges over the maximum shipping allowance?

A: 15,000 lbs up to a maximum of 18,000 lbs. only for surface. There is a separate shipping allowance for air. The employee has the option to pay for the overage or remove weight from their shipment at no cost to the Government. Also, refer to Attachment 1, Section 10.

- 8) Q: Is subcontracting allowed under this contract?

A: Yes, however, the principal offeror shall provide all the necessary information relating to the subcontractor in its proposal for evaluation purposes. Principal offeror and subcontractor shall comply to the requirements of DOSAR 652.242-73, Authorization and Performance.

- 9) Q: Under Imports, is it mandatory to get lift vans to residence?

A: Yes, refer to Section to Section 3.1.A, Imports, item no. (4), Shuttle Service (Within Ottawa), for base year and corresponding option years.

- 10) Q: Is the pre-proposal conference mandatory?

A: No.

- 11) Q: What does POV mean?

A: Private Owned Vehicle.

- 12) Q: Under POV shipments (a), which read as: POV shipments shall be reimbursed to the contractor at 100% of the actual cost of the shipment at a flat rate administrative fee. Do you require the contractor to separate the cost from the transportation fee to the administrative fee?

A: Offeror shall submit prices following the pricing schedule for POV shipments under Section 3.1.B(5)(a), base year and corresponding option years.

13) Q: When we invoice, do we need to provide the actual invoice from the shipping line/airline and transporter?

A: Yes. However, the Contracting Officer's Representative (COR) may request additional documents from the contractor aside from the actual invoice.